

SAFETY SIMPLY STATED

City of Long
Beach

Service First
Safety Always

Volume 3, Issue 5

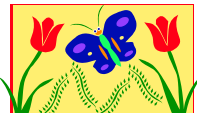
MAY 2006

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Special points of interest:

- *National Electrical Safety Month*
(May 1-31)
- *National Safety Kids Week*
- *National Fitness & Sports Month*



2005 Larry C. Larson Safety Award

On April 13, 2006, the City Safety Office held the Annual Larry C. Larson Awards Ceremony at the Long Beach Gas & Oil Auditorium.

Each year, the Safety Office presents Larry C. Larson Safety Awards to a field department and an office-mixed use department who received the highest number of points for the following categories: 1) Injury reporting lag time; 2) Monthly facility inspection completion rate; 3) Overall departmental training compliance rate; and 4) OSHA injury & illness incident rate. Each department can receive a total of 100 points for all four categories.

This year, a few changes were made to the Larry C. Larson Awards program. The first change was that departments were classified into the following: 1) Office or Mixed Use Departments with less than 75 employees; 2) Office or Mixed Use Departments with more than 75 employees; and 3) Field Departments. This way, departments of similar size (number of employees) would be competing against each other.

The second change was that the winners were given engraved trophies that they could keep in the department. In the past, trophies were returned to the City Safety Office at the end of the year.

The 2005 Larry Larson Safety Awards went to.....

The City Clerk Department received the award for office or mixed-use department with less than 75 employees. The Office of the City Manager received an honorable mention in this category.



Financial Management received the award for Office or Mixed-use Department with more than 75 employees. This is the second year that Financial Management received an award. Great job! Honorable mention in this category went to the Community Development Department.



Parks, Recreation, and Marine received the Field Department Award for the third year in a row. The Police Department earned an honorable mention in this category and was on the heels of the winning department.



Congratulations to all the winners!

A special thanks goes to Long Beach Gas and Oil for allowing the City Safety Office to use the auditorium for the event. Also, to Gladys Kaiser and her staff at Parks, Recreation, and Marine whose professional decorating skills made the overall presentation at awards breakfast superb!

Have You Been Ergosized?

C.A.R.E.

**(Comprehensive Assessment Restorative
Evaluations)**

By Karen Li Jacobson, DPT, Executive Director, C.A.R.E. Evaluators, LLC



Is your workstation set up properly? Is your chair adjusted properly so that you can sit comfortably? Have you had an ergonomic workstation survey of your desk recently? If you answered no to any of these questions, then C.A.R.E. Evaluators can help!

C.A.R.E. Evaluators provides one-on-one ergonomic workstation surveys for the City of Long Beach to help prevent work-related injuries and to help keep City's employees healthy and productive. During an ergonomic workstation survey, we measure your workstation and go through with you step-by-step on how to correctly set up your workstation. Afterwards, we submit a report of our recommendations to the City Safety Office.

Either Karen Jacobson, Doctor of Physical Therapy, or David Lee, Physical Therapist will perform the ergonomic workstation surveys. We are here in the City every Tuesday. If you would like to schedule a workstation survey, please ask your supervisor to call May Jong Parks at the City Safety Office at extension 8-5059 to make an appointment. Each workstation survey takes between 20-30 minutes.

Practice Good Housekeeping



- A clean workspace is a safe place. If you make a mess, clean it up immediately.
- Put tools, parts and supplies away promptly after using them.
- Never obstruct walkways or access to emergency exits, equipment or shutoffs.
- Clearly identify unavoidable, potential hazards.
- Clean up as you work—rather than waiting until you're done—whenever possible.

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Handling Hazardous Materials

By SafetyNet, Red Cross, Issue 13, April 2006

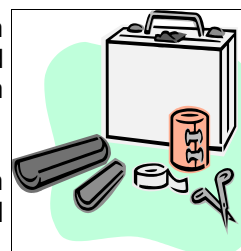
Many common products contain chemicals that can cause injury or death if they are handled, stored or used improperly. Among them are antifreeze, lead paint, turpentine, gasoline, motor oil, liquid drain openers, toilet-bowl cleaners, oven cleaners, tile cleaners and lacquer thinner. But by being aware of the dangers of these products, and taking simple safety precautions to avoid accidents, you can ensure the safety of your co-workers and family members.



- Carefully read the ingredient list and precautions on any product or chemical before you use it. The label may also have guidelines on using the proper protective equipment, how to handle the chemicals and how to respond in an emergency. For example, check to see if the substance is flammable, corrosive or carcinogenic.
- Have a hazmat communication in place including the easy availability of the Material Safety Data Sheets available at: <http://www.msdssearch.com/> or <http://msds.ehs.cornell.edu/msdssrch.asp>
- Be sure to have personal protective equipment, such as gloves or goggles, on hand before you use hazardous materials. Clean and care for them properly.
- Follow safe procedures when you handle dangerous chemicals – don't take shortcuts.
- Handle, mix, store and dispose of hazardous materials safely and according to approved procedures. Never pour them down sewers or drains.
- Never mix or combine chemicals unless instructed to do so. Many chemicals cause violent reactions when mixed.
- Always carry chemicals in marked, approved containers.
- Store materials properly, as directed on their labels. For example, flammable chemicals should be stored in a cool, dry place away from heat and sunlight.



Improper use of hazardous materials can cause burns, illness, trauma or even death. In addition to the precautions above, each workplace and home should have a first aid kit and the emergency phone numbers for local fire, police and a poison control center. Choose from a variety of first aid kits on www.shopstaywell.com



Learn how to treat and prevent hazardous material emergencies by enrolling in an American Red Cross first aid course today! Contact your local chapter, visit www.redcross.org or call 1-800-667-2968.

Wanted

Safety Article and Safety Ideas . . .

The Safety Office would like to extend an invitation to anyone interested in writing an article for the monthly Safety newsletter. If interested, please contact the City Safety Office at extension 8-6552. When submitting an article of health or safety interest, all we ask is that you provide your source of information, so we can verify the information before we distribute and post it on the City Safety website. We are always open to new ideas and we look forward to hearing from you.

Thank you!



Have you always wanted to write an interesting health or safety story? If so, please submit one to the City Safety Office.



Safety Tips to Observe During National Safety Kids Month

Accidental injury is a leading killer of children 14 and under worldwide. Most of these accidental injuries can be prevented by taking simple safety measures.

Below are tips on how all parents throughout the world can keep their children safe.

- **Airway Obstruction**—Always watch children when they are eating small, round or hard food. Read any warnings on toys or games. Look for small parts that can choke children. Babies should be put to sleep on their backs. Keep soft things out of the place where an infant sleeps. Check floors and low places for small objects like buttons, beads, marbles, coins, pins and stones. Put all plastic wrappings or bags where children can't reach them.
- **Bike**—Teach children the following bicycle and motorbike safety rules. Wear a bicycle or motorcycle helmet on every ride. Check to see if your helmet should have a safety certification. Ride so drivers and cyclists can see you. Look both ways for oncoming vehicles before turning or crossing a street. Go only when it is clear. Watch out for potholes, cracks, rocks, wet leaves, storm grates, railroad tracks or anything that could make you lose control of your bike. Make sure your bike fits your height, weight and age. Inflate tires properly. Check brakes before riding. Bikers should ride one behind another and with the flow of traffic.
- **Motor Vehicle Safety**—Every person riding in a car or truck needs his or her own seat belt. Do not let passengers ride in storage areas or on other people's laps. Children always ride restrained with a car seat or seat belt and in the back seat. Infants should ride in rear-facing car seats until at least 20 lbs (9 kg) and at least 1 year old. Do not put a rear-facing car seat in the front seat of the vehicle with an active passenger air bag. Children over 1 year old and between 20 lbs (9 kg) and 40 lbs (18 kg) should ride in forward-facing car seats. Children ages 4 to 8 between 40 lbs (18 kg) and 80 lbs (35 kg) should ride in booster seats restrained with lap and shoulder belts. A regular seat belt won't fully protect a child this size in a crash. Children and adults over 80 lbs (36 kg) should use a seat belt for every ride.
- **Fall Safety**—Keep chairs, cribs and other furniture away from windows. Don't leave a baby alone on a changing table, bed, couch, or other furniture. Keep one hand on the baby while changing diapers. Always strap a baby into a high chair, swing, changing table or strollers. Get rid of hazards in the home like folded carpets, electric wires or cords on the floor, and unlit stairways. Teach children to use playgrounds or playing fields with rubber, wood, mulch or sane surfaces. Grass and dirt are not as good at preventing serious injuries. Avoid Asphalt. Use safety gates or other barriers at the top and bottom of stairs.
- **Fire and Burns Safety**—Do not leave children alone around open flames, stoves or candles. Keep matches, gasoline, lighters and other flammable materials out of children's reach. Teach children a plan for escaping your home in a fire and practice it. Install smoke alarms in your home on every level and in every sleeping area and test them once a month; replace the batteries at least twice a year and replace alarms every 10 years. Before bathing children in heated water, always run your open hand through the water to check its temperature. Keep hot foods and liquids away from table and counter edges. Never carry children and hot foods or liquids at the same time. Keep things that easily catch fire (such as papers) away from heat sources like stoves, heaters and fireplaces.
- **Pedestrian Safety**—Teach children the following pedestrian safety rules. Do not cross the street alone if younger than age 10. Never play in the road. Always try to walk on paths or sidewalks. If there are no sidewalks or paths, walk facing road traffic. Look both ways for danger before and while crossing the street. Walk, do no run, into the street. Dress in bright colors or wear retro-reflective materials so drivers can easily see you.
- **Poisoning Safety**—Read labels and find out which household products or plants are poisonous. If you are not sure about something, keep it where children can't reach it. Lock up poisons and medicines out of sight and reach of children. Don't take medicine in front of children. They might try to copy you. Never leave potentially poisonous household products unattended while you are using them. Throw away old medicines and cleaning products.
- **Water and Drowning Safety**—Always watch children near water. Don't leave, even for a moment. Use a barrier like a fence to keep children away from pools or other bodies of water. Empty and turn over all water containers after you have use them. Teach children to swim when they're ready, usually after age 4. Teach children never to swim alone.

ELECTRICAL SAFETY STANDARDS
Which Work Must Be Done By a 'Qualified' Person,
By John C. Klingler, P.E. (Safety Xchange Newsletter, April 10, 2006)

Only "qualified" persons are permitted to work on or near electrical hazards. Last week, I identified the regulations and standards that say this. The rest of this series will discuss what those regulations and standards say. This installment looks at the scope of the qualification requirement and hazards to which it applies.

The 50 - Volt Threshold—One of the triggers for qualification is voltage level. The common thread in most electrical regulations and standards is the requirement that all electrical circuits and equipment energized at 50 volts or more be guarded, covered, protected or otherwise made inaccessible, except to qualified persons. Only qualified persons, in other words, may have access to energized circuits and equipment.

The 'Exposed' Threshold—Anyone opening industrial panels containing *exposed* energized components must be qualified. Only qualified persons shall have access to rooms containing exposed energized components unless the components are guarded, covered or protected by barriers or equally effective means. NFPA 70E specifies a minimum approach boundary for an unqualified person of 42 inches to exposed circuits and equipment energized between 50 and 750 volts, unless continuously escorted by a qualified person.

Task Limitation—The access restrictions mean in effect that only qualified persons may perform electrical work on energized equipment. But the regulations go even further in stating that only qualified persons may perform electrical testing. Thus, only a qualified person is allowed to perform the fundamental task of voltage verification and checking to see if a circuit is de-energized.

Lockout/tagout also requires involvement of qualified persons. The person in control of the lockout/tagout procedure must be qualified. A qualified person must verify that the equipment has been properly de-energized before work begins and that it is safe to reenergize the equipment after the lockout/tagout procedure has been completed. In addition, a qualified person must conduct an audit of lockout/tagout procedures at least once a year.

Finally, there are a number of electrical installation standards that are relaxed if a facility utilizes only qualified persons to maintain and repair their electrical systems. These frequently used allowances and exceptions are common in federal regulations and the NEC.®

The Bottom Line—Electrical regulations and standards require anyone (including employees, contractors and service personnel) opening a door or entering a control panel, cabinet, motor control center, panel board, switchboard, room or vault, that exposes parts energized at 50 volts or more to contact, to be qualified.

ELECTRICAL SAFETY COMPLIANCE CHECK—A TEN QUESTION TEST by Glenn Demby

How can you tell if you're in compliance with OSHA electrical safety standards? To start, you might want to ask yourself the following questions:

- | | |
|--------|--|
| Yes No | Are qualified maintenance employees instructed to make preliminary inspections and/or appropriate tests to determine conditions before working on electrical equipment? (1910.303(b)(1)) |
| Yes No | When electrical equipment is to be serviced, maintained or adjusted, are necessary switches open, locked out and tagged whenever possible? (1910.147) |
| Yes No | Are electrical tools and fixed equipment grounded or of the double-insulated type? (1910.304(f)(5)(iv)) |
| Yes No | Are electrical appliances grounded? (1910.304(f)(5)(iv)) |
| Yes No | Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly? (1910.305(g)(1)(i)) |
| Yes No | Are flexible cords and cables free of splices? (1910.305(g)(1)(i)) |
| Yes No | Are electrical tools and equipment in wet or damp locations protected? (1910.304(f)(5)) |
| Yes No | Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures? (1910.303(g)(2)(i)) |
| Yes No | Is there enough access and working space around electrical equipment to allow ready and safe operation and maintenance? (1910.303(g)(1)(i)) |
| Yes No | Are employees who regularly work on or around energized electrical equipment or lines trained in CPR? (1910.269(b)(1)) |

COULD THIS HAVE BEEN YOU?

Forklift Backs Into Hidden Trench

By Safety Smart, Weekly Briefing, Monday, April 10, 2006

An equipment operator working for a power company was killed when she backed a forklift into a trench covered with plywood.

The incident occurred at a building that was being torn down to make way for a new highway. A storeroom had been cleared, leaving three pallets of material staged outside the building. The victim was preparing to remove the material.

She arrived on site and asked a company construction coordinator about the pallets and a forklift. The coordinator, who was not aware of the trench, directed her to a forklift on the loading dock. Behind the forklift was a trench measuring about five feet wide and four feet deep (1.5 meters by 1.25 meters). This trench had been dug across the loading dock a few hours earlier and covered with large sheets of plywood. The victim walked through the building to the loading dock, crossing a barrier of yellow tape but not stepping on the plywood. She apparently did not realize that the plywood covered a trench as she backed the forklift across the loading dock. The lift truck broke through the plywood and fell backwards into the trench, crushing the victim when the impact bent the forklift's cage support into the steering wheel.

Access to construction sites must be controlled to prevent fatalities such as this. Excavations must be guarded and marked, and excess equipment should be removed from the area before construction begins.



For more information on the City's Forklift safety policy, please refer to
Section 6.09
"Power Industrial Truck Program"
of the Health and Safety Manual

National Fitness & Sports Month—Sports Safety Tips

Playing sports is a great way to have fun and stay in shape. Whatever sport is yours, be sure to play it safely, so you can stay in the game and off the sidelines.

- **Warm Up:** Proper warm-up prepares the body for training and competition.
- **Drink Lots Of Fluids:** Stay hydrated by drinking plenty of water before, during after working out or playing the game.
- **Feel The Burn, Not The Pain:** Pain can indicate an injury that can be made worse by continuing to play.
- **Cool Down:** Ending a training session with a cool down period reduces the risk of muscles cramps, soreness, stiffness, fainting and dizziness.
- **Protect Your Skin:** Sunlight contains harmful UV rays that can cause sunburn and can lead to skin cancer. Limit exposure to direct sunlight, and wear sunscreen with a sun protection factor SPF of 15 or greater.
- **Watch Out For The Dangerous Too's:** Too Tired. Too thirsty. Too much sun. Too much strenuous activity.
- **Use The Right Equipment:** That means always wearing the appropriate gear for your sports such as: The right shoes, helmets, pads, guards, protective eyewear, etc.



Enjoy your sport and remember to play safely at all times.





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May 2006

Citywide Employee Safety Training

(Schedule as of April 28, 2006)



Date(s)	Course	Time(s)	Location
May 1	Hearing Test (On-going)	9:00 am —11:00 am	Fire Department, Fire Training Center, 2249 Argonne Avenue
May 2	Hearing Test (On-going)	9:00 am —1:00 pm	Fire Department, Fire Training Center, 2249 Argonne Avenue
May 3	Hearing Test (On-going)	9:00 am —11:00 am	Fire Department, Fire Training Center, 2249 Argonne Avenue
May 3	Acetylene/Compressed Gas Training (8 hrs)	7:00 am – 11:00 am	Water Department, 1800 E. Wardlow Rd., Assembly Room
May 3-4	Forklift Training Initial (8 hrs) Class 5	7:30 am—4:30 pm	LB Airport Maintenance Yard, 3150 St. Louis Avenue Conference Room including hands-on
May 4	Hearing Test (On-going)	7:00 am—4:00 pm	G&O-Gas, 2400 E. Spring Street
May 5	Lead Worker Abatement Refresher (8 hrs)	8:30 am – 4:30 pm	NATEC, 1100 Technology Circle, Suite A Anaheim, CA 92805
May 8	Hearing Test (On-going)	6:00 am—2:00 pm	PW/ESB, 2929 E. Willow Street (Refuse)
May 10	Hearing Test (On-going)	6:00 am—2:00 pm	PW/SF Yard, 1601 San Francisco Avenue (Street Maintenance)
May 10	Life Safety (Module 5) (4 hrs) 2-sessions AM/PM	8:00 am –12:00 pm & 12:30 pm –4:30 pm	LB G&O/Gas, 2400 E. Spring Street, Auditorium
May 10	Hazard Categorization (8 hrs)	7:30 am – 4:30 pm	PW, San Francisco Avenue, 1601 San Francisco Avenue
May 15	Hearing Test (On-going)	6:00 am—2:00 pm	PW, Temple & Willow, 2929 E. Willow Street (Refuse)
May 15	Trenching & Excavation Training (4 hrs)	7:45 am – 11:45 am	Harbor Dept., 925 Harbor Plaza, 5 th floor training room
May 16	Hearing Test (On-going)	5:00 am—1:00 pm	PW/ESB, 2929 E. Willow Street (Street Sweeping and Refuse)
May 17 – 19	Defensive Driver Training (4 hrs) 2-sessions AM/PM	8:00 am – 12:00 pm 12:30 pm – 4:30 pm	Harbor Dept., 925 Harbor Plaza, 5 th floor, Conference or Training Room
May 17	Weapons of Mass Destruction (Module 6) (3 hrs)	8:00 am—12:00 pm	LB G&O-Gas, 2400 E. Spring Street , Auditorium
May 17	Ergonomics Office Training (1 1/2 hr)	1:30 pm—3:00 pm	Main Library, 101 Pacific Avenue, Meeting Room 1
May 18	First Aid (Module 2) (4 hrs) 2-sessions AM/PM	8:00 am—12:00 pm 12:30 pm—4:30 pm	American Red Cross, 3150 E. 29 th Street, Classroom 2
May 24	AED/CPR (Module 1) (4 hrs) 2-sessions AM/PM	8:00 am – 12:00 pm 12:30 pm – 4:30 pm	American Red Cross, 3150 E. 29 th Street, Classrooms 1 & 2
May 25	Bomb Threat Awareness (Partial Module 4) (1 1/2 hr)	8:30 am—10:00 am	Police Department, West Police Substation (WPSS) 1835 Santa Fe Avenue, Community Room
May 25	Bloodborne Pathogen (Module 3) (3 hrs)	10:00 am - 3:00 pm	Main Library, 101 Pacific Avenue, Meeting Room 1
May 25 & May 31	Backhoe/Skiploader Training (8 hrs)	7:00 am – 4:00 pm	Water Department, 1800 E. Wardlow Rd. Assembly Room
May 31	Fire Extinguisher (Partial Module 4) (2 hrs) 2-sessions AM/PM	10:00 am—12:00 pm & 1:00 pm—3:00 pm	LB Airport Maintenance Yard, 3150 St. Louis Avenue, Conference Room and Fire Pit

NOTE: Course dates and time are subject to change without notice. Please be advised that HR will request a JV charge point from departments who have employees signed up for training and they do not show up for the class. If you have any questions, please contact May Jong, Risk Management @ may_jong@longbeach.gov



CITY OF LONG BEACH

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City of Long Beach
Department of Human Resources
Risk Management, Safety Office
333 W. Ocean Blvd., 10th floor
Long Beach, CA 90802
Phone: (562) 570-6476
Office Hours: Monday—Friday
7:30 am—4:30 pm

We're on the web!!

<http://clbnet/hr/safety/default.asp>

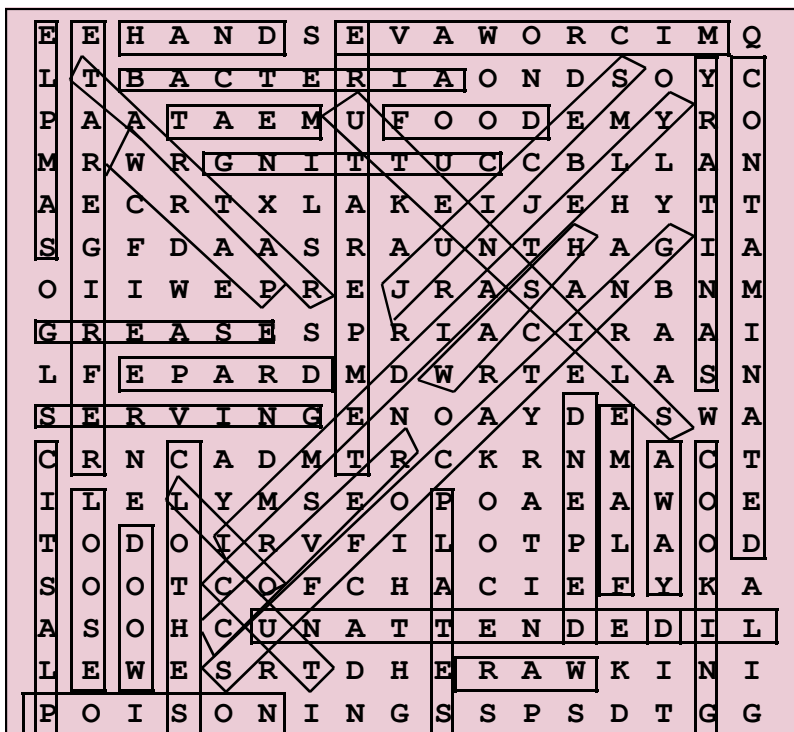
Safety Office Staff Members:

- Reshan Cooray, City Safety Officer.....(562) 570-6476
- Tristina Meche, Safety Specialist II(562) 570-5892
- May Parks, Training Coordinator.....(562) 570-5059
- Loida Garcia, Clerk Typist III.....(562) 570-6552



Employees are encouraged to get to know who your floor wardens are in your department.

Answer to Cooking Safety Quiz



Word Search List: 1. wash, hands; 2. cut, away; 3. wrap, microwave; 4. immediately; 5. wooden cutting, sanitary, plastic; 6. depend, meat, contaminated; 7. serving, temperature, bacteria, refrigerate; 8. utensils, plates, raw, juices; 9. tartar, poisoning; 10 oil, grease, cover, suffocating; 11. clothes, loose, drape, flame; 12. cooking, unattended, sample.

Winners for this Safety Quiz are:

- Galelynn Peterson, Fire Department
- Valerie Brown, Police Department
- Sheryl Gallup, Gas & Oil—Oil Properties



Please contact the Safety Office, 570-5059, to pick up your prize and **Congratulations** to each of you!